

Monthly Update

Child & Adult Care Food Program



September 3, 2025

Distributed to CACFP Authorized Representatives and Home Sponsors via Listserv and posted at <https://cnw.ksde.gov>, CACFP, CACFP Monthly Updates

Important Updates, Reminders, & Deadlines

Reimbursement Rates

Reimbursement rates for PY 2026 are available at <https://cnw.ksde.gov> under Key Links, Reimbursement Rates.

Claims Processing Reminders

Child & Adult Care Food Program (CACFP) vouchers are typically posted on the first four Tuesdays of each month, allowing payments to direct deposit on Fridays. To ensure timely payments, please make certain Center and Sponsor Claims are in "Approved" status by 8 am each applicable Tuesday morning. Questions related to claims and reimbursement payments can be directed to Dessa Gifford at dessa.gifford@ksde.gov or (785) 296-4965.

CACFP Certification

Program certification is available in KN-CLAIM, and all forms and documents must be completed and submitted for approval **by September 19 for CACFP Centers**. Thank you to sponsors who have submitted for approval! Consultants work through documents in the order received. If certification information has not been submitted, instructions are available at <https://cnw.ksde.gov> under CACFP, Program Certification. To participate in CACFP for PY 2026, which begins in October, sponsors must complete program certification requirements as soon as possible to allow sufficient time for review by KSDE. Sponsors cannot claim meals in PY 2026 until program certification is complete and approved by KSDE.

Annual Civil Rights Training

"Front line staff" and their supervisors must have civil rights training annually. "Front line staff" includes employees who interact with program applicants or participants regarding program services and benefits. Sponsors can use the Annual Civil Rights Training Documentation handout, found in the forms section of Chapter 6 in the Administrative Handbook, and/or go to the KSDE Training Portal at <https://learning.ksde.gov> and select Civil Rights Compliance in Child Nutrition Programs (under K12 Staff, Child Nutrition & Wellness: General Classes) to conduct a training session. Be sure to keep documentation of civil rights training on file. Training rosters must also be uploaded annually during Program Certification.

October Claim Reminder – Centers Only

Centers must report the number of free, reduced price, and paid participants on their October claims. The number of participants in each category is reported in the "Center Income Eligibility Categories" (IEC) section of the Center Claim. Sponsors are required to upload the IEC summary into KN-CLAIM in October and any other month that reported numbers are changed. An Excel version of the Income Eligibility Categories Summary template is available at <https://cnw.ksde.gov> under CACFP, Administrative Handbook, Chapter 12: Claiming Reimbursement.



Reminder: When the claiming percentages are being established for the year, the IEC Summary must only include those participants who have complete and valid enrollment forms on file AND ate a meal/snack in the month of October.

Note: The Determining Eligibility for CACFP training is available on the KSDE Training Portal at <https://learning.ksde.org> under K12 Staff, Child Nutrition & Wellness: CACFP. The training includes a refresher on completing the Income Eligibility Categories (IEC) summary.

Recordkeeping Reminders

- CACFP records need to be kept for 3 years plus the current year. Sponsors may discard records older than September 30, 2021. Be sure to shred Enrollment and Income Eligibility Forms and anything that has personal information about the children and parents/guardians (i.e. birthdates, free/reduced/paid status, etc.).
- It is not necessary to print KN-CLAIM pages/applications.
- It is recommended to save your monthly claim page. You can print a one page per site report that completely summarizes each claim at KN-CLAIM, Reports, Sponsor Accessible Reports, Center Claim Summary.

7th Annual Mountain Plains Crunch Off – October 2025

Mark your calendars for the 7th Annual Mountain Plains Crunch Off during Farm to School month. Celebrate with crunchable local products any day in October. Register your event at this link to receive a toolkit and list of crunch ideas: <https://www.surveymonkey.com/r/NK578JH>

Celebrate Farm to CACFP Week – October 12-18

Farm to CACFP Week is a national education campaign hosted annually by the National CACFP Association. The campaign aims to raise awareness of the benefits of connecting child and adult care sponsors and operators with local foods. Through local food procurement, gardening activities, and agriculture education, Farm to CACFP leverages CACFP funding to help incorporate local foods in the nutritious CACFP meal pattern thus strengthening community food systems and supporting positive health outcomes for those in care. Find everything you need to celebrate, including resources, a webinar, and a social media challenge, at <https://www.cacfp.org/farmtocacfpweek/>.

Professional Development & Training

Kansas Certificate in Child Nutrition Management

As of July 1, the Kansas Certificate in Child Nutrition Management program is being paused, and KSDE Child Nutrition & Wellness (CNW) will not be accepting applications until further notice. CNW will begin the process of evaluating the certificate requirements and will develop a revised set of criteria for certificate completion. Please direct any questions to Kelly Chanay at kelly.chanay@ksde.gov.

Training Opportunities

Many opportunities for learning are available to CACFP sponsors. Go to <https://cnw.ksde.gov>, Training, CNW Calendar to access the schedule of live classes with dates, times, and links. Upcoming live virtual trainings include:

- **CACFP Monitoring** on September 16 from 1-3 pm
- **Food Safety Basics** on September 17 from 2-5 pm
- **Handling a Food Recall** on October 1 from 2-3 pm



On-demand training is offered 24/7 on the KSDE Training Portal. Create an account at <https://learning.ksde.org>. For detailed instructions on creating an account, go to <https://cnw.ksde.gov>, Training. **New to the portal:** CACFP Annual Administrative Training (4 hrs)

If you would like to schedule an in-service, culinary coach session, or have questions about professional development, contact Holly Steinlage at holly.steinlage@ksde.gov.

Culinary Coaches – NEW Training Program!

This training opportunity allows sponsors to request in-person, hands-on culinary training conducted at their site. Sponsors can choose from four training topics: Critical Culinary Skills, Knife Basics, Cooking Basics, and Baking Basics. The sessions will be led by trained culinary coaches and will focus on developing culinary skills that will better enable child nutrition program sponsors to prepare scratch and speed scratch recipes. If interested in scheduling a culinary coach session, please contact Holly Steinlage at holly.steinlage@ksde.gov.

CACFP Annual Administrative Training (REQUIRED)

At least one representative from each Sponsor must participate in the CACFP Annual Administrative Training. Sponsors who were unable to attend a live virtual session must take the training through the KSDE Training Portal. The training is posted at <https://learning.ksde.org>, K12 Staff, Child Nutrition & Wellness: CACFP.

CACFP Monitoring Training – September 16

If you are a multi-site sponsor of centers or a home sponsoring organization, join KSDE for a review of CACFP monitoring requirements and oversight activities. Participants will learn about required CACFP monitoring review elements, monitoring review tools, resources, and best practices. Join the training on Tuesday, September 16 from 1-3 pm at this link: [Join the meeting now](#) (Meeting ID: 224 535 997 537 Passcode: 7oP7wb2W).

New Resources

Farm to CACFP Bootcamp – September 24

The National CACFP Association will be hosting a virtual Farm to CACFP Bootcamp on Wednesday, September 24. The workshop will dive into the heart of Farm to CACFP with real stories, hands-on strategies, and creative ideas to bring local food and learning into care settings. Attendees will learn about a variety of topics, from navigating procurement to sparking curiosity through agricultural education. Sponsors can find more information about the event and how to register at <https://www.cacfp.org/bootcamp/farm-to-cacfp-boot-camp/>

You are Appreciated!

The KSDE Child Nutrition & Wellness team appreciates each of you and your work to create healthy habits for a lifetime through the CACFP. Be sure to share your best practices by using the #FuelingKSKids! Not on social media? Don't hesitate to email pictures of the great meals, snacks, and activities being offered in your programs to anyone on the Child Nutrition & Wellness team!

As always, if you have questions or need technical assistance, please contact your Child Nutrition Consultant or the Topeka office.

The CNW Team



For more information, contact:

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